



Site Plan Application Form

433 Hay Street, Fayetteville, North Carolina 28301

Meeting Date: _____ Approved/Denied

910-433-1612 email: Marsha Bryant mbryant@ci.fay.nc.us

Case #: _____ Date Submitted: _____ Amount: _____ Received By: _____

1. Site plans may be reviewed in two phases, a preliminary plan review, and a final plan review. If an applicant wishes to provide all the required information in the initial phase they may do so.
2. A major site plan is a plan required to be submitted prior to development of new nonresidential or multi-family development with two or more buildings, new single-building non-residential development or additions with 2,500 square feet or more in gross floor area, new single-building multi-family development with eight or more dwelling units, and zero-lot-line development. These plans are submitted to the Planning Department and are reviewed by the Technical Review Committee (TRC).
3. A minor site plan is a plan required to be submitted prior to development of new single-building nonresidential development or additions of less than 2,500 square feet in gross floor area, new single-building, multi-family development with seven or fewer dwelling units. These plans are submitted to the Zoning Officers in the Inspections Department and do not go through the TRC. However a Pre-application Conference is recommended at No charge.
4. All site plans must be prepared and signed by a professional engineer, licensed land surveyor, or architect.
5. The Technical Review Committee meets every Wednesday to review submittals. Comments will be sent to the individuals listed on this form. If a Vested Rights Certificate is requested the plans are valid for 2 years. If projects are not completed within the 2-year period a new submittal/review shall be required. To obtain a Vested Rights Certificate contact a Zoning Officer in the Inspections Dept.
6. It will be necessary for the developer/engineer to work directly with the City Engineering Department to obtain approval of stormwater/drainage plans; City Traffic Services to obtain approval of a Driveway Permit, City Zoning Division to obtain approval of signage plans; City Sign Shop to coordinate installation of required street signage (Dean Sears, 433-1521), the Public Works Commission to obtain approval of water and/or sewer plans - 955 Old Wilmington Road, Fayetteville, NC 28301, 910-223-4600.

1. General Project Information

Project/Development Name:			Submittal Type:	<input type="checkbox"/> Preliminary	<input type="checkbox"/> Final
Project Address:					
Tax Parcel Identification Number:					
Number of Units Proposed:			Total Acreage:		
Proposed Square Footage:			Base Zoning District:		
Proposed Density:			Overlay Zoning District:		
Is the site within the Watershed? <input type="checkbox"/> Yes <input type="checkbox"/> No			Is the plan/property Zero Lot Line? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do wetlands exist on the property? <input type="checkbox"/> Yes <input type="checkbox"/> No	Does the property lie within the 100-year floodplain? <input type="checkbox"/> Yes <input type="checkbox"/> No				
What is the existing land use? <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Institutional <input type="checkbox"/> Industrial <input type="checkbox"/> Mixed-Use <input type="checkbox"/> Vacant					
What is the proposed land use? <input type="text"/>					
Is the site within a planned development? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so, which one? <input type="text"/>				
Is this site plan associated with a conditional rezoning? <input type="checkbox"/> Yes <input type="checkbox"/> No	A special use permit? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Are there city-approved conditions that apply to this site? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please attach a full listing of all applicable conditions.					
Other related case numbers:			Who will provide utilities to the site:		

2. Contact Information

Primary Point of Contact Name for the Surveyor/Engineer:							
Mailing Address:					Fax No.:		
Phone No.:				Email:			
Primary Point of Contact Name for the Owner:							
Mailing Address:					Fax No.:		
Phone No.:				Email:			
Primary Point of Contact Name for the Developer:							
Mailing Address:					Fax No.:		
Phone No.:				Email:			
Primary Point of Contact Name for the Architect:							
Mailing Address:					Fax No.:		
Phone No.:				Email:			

3. Submittal Requirement Checklist (Incomplete applications or plans will not be processed)

(Submit 5 copies of the Plan along with this application and the required fee)

<input type="checkbox"/>	Site Plan Application Form
<input type="checkbox"/>	Application fee (\$500.00 plus \$20.00 per each unit (residential) or \$20.00 per 1000 sq. ft. of first floor building square footage (non-residential) 1/2 the original fee is required for any Revisions to the plans that require additional TRC reviews.
<input type="checkbox"/>	List any conditions that affect the property
<input type="checkbox"/>	Notes and details related to an Administrative Adjustment or Alternative Plan of compliance, such as alternative landscape plan, parking plan, etc.
<input type="checkbox"/>	Email a copy of the application and the plan to: mbryant@ci.fay.nc.us
<input type="checkbox"/>	All additional information determined to be necessary by the Development Services Department

4. PRELIMINARY SITE PLAN

A. General Information to be Shown on the Plan

<input type="checkbox"/>	Name, address, telephone number, fax number, and seal number of all design professionals participating in the application
<input type="checkbox"/>	Name of the Development and its Location and Acreage
<input type="checkbox"/>	Date the Plan was Prepared
<input type="checkbox"/>	Vicinity Map to scale (no more than 1 inch to 1000 feet) and North Arrow
<input type="checkbox"/>	Sheets no larger than 36"x24" and Drawn to a Scale of no more than 1" inch to 60'
<input type="checkbox"/>	Property Lines with Metes and Bounds, Lot Numbers, Setbacks, Zoning Lines, Phase Lines, City Limit Lines
<input type="checkbox"/>	Existing Structures (indicate if they are to be removed or to remain) If they are to remain indicate: Setbacks, Dimensions, Height Information, Façade Orientation, Square Footage and Use Information

B. Planning & Permitting Information to be Shown on the Plan

<input type="checkbox"/>	Information on site zoning and Zoning designations of all Adjacent Properties (to include across the street)
<input type="checkbox"/>	Required front, side, and rear yard setbacks
<input type="checkbox"/>	Open Space/Parkland Dedication with Acreage, Uses/Facilities <input type="checkbox"/> Requests Payment In Lieu for ____% (up to 50% Residential)
<input type="checkbox"/>	General Location of Tree Save Area or <input type="checkbox"/> Requests Payment In Lieu for ____% (up to 50% Residential)
<input type="checkbox"/>	Sidewalks - Existing and Proposed Sidewalks along Rights-of-Ways and Internal Connections with Public System

<input type="checkbox"/>	General Areas Set-Aside for Required Landscaping: <input type="checkbox"/> Street Trees <input type="checkbox"/> Site & Bldg Landscaping <input type="checkbox"/> Interior VUA <input type="checkbox"/> Perimeter VUA <input type="checkbox"/> Property Perimeter Buffer <input type="checkbox"/> Existing Trees (retained for tree credit toward planting requirements)
<input type="checkbox"/>	Existing and Proposed Parking, Handicap Spaces, Number of Spaces Required and Provided Drive Aisle and Bay Dimensions
<input type="checkbox"/>	Floodplains and Floodways with Flood Zone Designation
C. Traffic Information to be Shown on the Plan	
<input type="checkbox"/>	Existing and Proposed Driveways with Internal and External Traffic Flow Schemes (note if existing will remain)
<input type="checkbox"/>	Adjacent Driveways and Street Intersections within 500 feet of Subject Property
<input type="checkbox"/>	Drive Aisle Widths
D. Engineering Information to be Shown on the Plan	
<input type="checkbox"/>	Existing and Proposed Streets with Dimensions of right-of-way and pavement widths and Public or Private Status
<input type="checkbox"/>	Alignment of Existing and Proposed Streets
<input type="checkbox"/>	Right-of-Way and Pavement Width, Curb and Gutter, Ditches, and Shoulder Width
<input type="checkbox"/>	Easements (labeled - include Deed Book and Page) No permanent structures shall be located within drainage or utility easements
<input type="checkbox"/>	Wetlands
<input type="checkbox"/>	General Location of Storm Water Management Facilities (existing and/or proposed)
<input type="checkbox"/>	Contours and topographic information
<input type="checkbox"/>	Water Bodies (ponds, lakes, streams, etc.)
<input type="checkbox"/>	Existing Utility Distribution Lines, Water and Sewer Lines
5. FINAL SITE PLAN	
<input type="checkbox"/>	All items required in a preliminary site plan
A. Planning & Permitting Information to be Shown on the Plan	
<input type="checkbox"/>	Fences and Walls
<input type="checkbox"/>	Landscaping with summary (indicate if existing trees are being retained for credit toward planting requirements)
<input type="checkbox"/>	Open Space/Parkland Dedication with Acreage, Uses/Facilities or Receipt of Payment in Lieu for full amount or percentage (up to 50% for Residential)
<input type="checkbox"/>	Location of Tree Save Area with Acreage and information regarding existing tree mass OR <input type="checkbox"/> Requests Payment In Lieu for ____% (up to 50% Residential) Tree Save Area described by Metes and Bounds with Acreage and Restrictions on Recorded Document or Receipt of Payment in Lieu for full amount or percentage
<input type="checkbox"/>	Detailed Landscaping Plan: <input type="checkbox"/> Street Trees <input type="checkbox"/> Site & Bldg Landscaping <input type="checkbox"/> Interior VUA <input type="checkbox"/> Perimeter VUA <input type="checkbox"/> Property Perimeter Buffer <input type="checkbox"/> Existing Trees (retained for tree credit toward planting requirements)
<input type="checkbox"/>	Loading Areas, Dumpster and Recycling Areas with Screening
<input type="checkbox"/>	Site Lighting (Exterior Lighting Plan)
<input type="checkbox"/>	Façade/Elevation information complying with the City Code of Ordinances Design Standards
<input type="checkbox"/>	Existing and Proposed Signage with Summary
B. Traffic Information to be Shown on the Plan	
<input type="checkbox"/>	Existing and Proposed/Required Traffic Signs and Signals, Medians, Traffic Calming Devices
<input type="checkbox"/>	Right-of-Way Reservations and Dedications

<input type="checkbox"/>	Drive Aisle Widths, Dimensions and Medians and Sight Triangles
<input type="checkbox"/>	Turn Lanes with Details
<input type="checkbox"/>	Pedestrian Crossings, Bus and Bike Linkages
<input type="checkbox"/>	Driveway and curb cut location (permits for each are required prior to a building permit)
<input type="checkbox"/>	Proposed street names and sign locations
C. Engineering Information to be Shown on the Plan	
<input type="checkbox"/>	Amount of Impervious Surface Before and After Development
<input type="checkbox"/>	Location of Permanent Storm Water Management Facilities
<input type="checkbox"/>	Street Names
<input type="checkbox"/>	Street construction (Required to be Built to City Standards) and utility plans, if applicable
<input type="checkbox"/>	Drainage/maintenance easement to serve Stormwater pond. All legal information pertaining to the pond must be submitted to the City prior to final plat approval.
D. Fire Department Information to be Shown on the Plan	
<input type="checkbox"/>	Indicate if Buildings have Sprinkler Systems
<input type="checkbox"/>	Fire Department Connection (FDC) Locations (must not conflict with trees)
<input type="checkbox"/>	Fire Lanes and Turning Radius
<input type="checkbox"/>	Water Lines to include Location and Size (minimum 6 inches in size)
<input type="checkbox"/>	Building Overhang and Drive thru Locations and Height Dimensions
<input type="checkbox"/>	Buildings Main Entrance and Exit Locations
<input type="checkbox"/>	Location of all Gated Entrances and Exits and indicate Knox Box Locations (if applicable)
<input type="checkbox"/>	Fire Access Road (min. 20' wide and must be within 150 feet (300 feet if buildings have sprinklers) of all exterior portions of buildings)
<input type="checkbox"/>	Fire Hydrant Locations (in accordance with NFPA, NC Fire Code, and PWC)
<input type="checkbox"/>	Submit Fire Flow Data (gallons per minute) in accordance with Appendix B of the NC Fire Code